

# MEETING MINUTES

Name of Foundation: Georgia Charter Education Foundation

Board Meeting: Georgia Charter Education Foundation

School(s): Coweta Charter Academy at Senoia

*The minutes of Sunshine Law meetings need not be verbatim transcripts of the meeting. These minutes are a brief summary of the events of the meeting.*

Date:	Start	End	Next Board Meeting:	Next time:	Prepared by:
April 25, 2023	6:01pm	7:32PM	May 23, 2023	6:00 pm	Maggie Peters
<b>Meeting Location:</b>					
Coweta Charter Academy 6675 E., GA-16 Senoia, GA 30276					

<b>Attended by:</b>	
<b>Board Members:</b> Danny Nungesser, Board Chair Beth Duncan, Vice Chair Maggie Peters, Director Tracie Fleming, Director Margarette Coleman, Director	<b>Other Attendees:</b> Teresa Ellison, CCAS Principal Lauren Greer, Board Attorney Rob Caney, Assistant Principal Reagan Hage, NEI Christine Locrotondo
<b>Absent:</b> Mary Knight, Treasurer	

## CALL TO ORDER

*Pursuant to public notice, the meeting commenced at 6:01 pm with a Call to Order by GCEF Board Chair, Danny Nungesser. Roll call was taken, and quorum established.*

### I. PUBLIC COMMENTS

- Offered for public comments. No outside attendees for public comments.

### II. ADMINISTRATIVE

- Approval of February 28, 2023 Board Minutes

**MOTION: MOTION WAS MADE BY TRACIE FLEMING AND SECONDED BY MARGARETTE COLEMAN TO APPROVE THE FEBRUARY 28, 2023 BOARD MEETING MINUTES WITH A CHANGE FROM THE TITLE OF SPECIAL SESSION TO BOARD SESSION. MOTION PASSED UNANIMOUSLY.**

- Approval of March 23, 2023 Finance Committee Minutes

**MOTION: MOTION WAS MADE BY MAGGIE PETERS AND SECONDED BY MARGARETTE COLEMAN TO APPROVE THE JANUARY 24, 2022 BOARD MEETING MINUTES WITH A CHANGE FROM THE TITLE OF SPECIAL SESSION TO FINANCE COMMITTEE SESSION. MOTION PASSED UNANIMOUSLY.**

- **Approval of March 28, 2023 Board Minutes**

**MOTION: MOTION WAS MADE BY MAGGIE PETERS AND SECONDED BY BETH DUNCAN TO APPROVE THE JANUARY 24, 2022 BOARD MEETING MINUTES WITH A CHANGE FROM THE TITLE OF SPECIAL SESSION TO BOARD SESSION. MOTION PASSED UNANIMOUSLY.**

### III. LEADERSHIP REPORTS

#### Principal's Report

- Principal's Report Provided by Principal Ellison
  - Q: Maggie Peters asked why there was a difference in the attendance number from the last meeting.  
A: Teresa Ellison answered that there was an error in the number last month and it has been corrected
  - Q: Beth Duncan asked why is there a difference of 20 students YOY  
A: Reagan Hage answered that we have had lower apps in Kindergarten.
  - Q: Beth Duncan asked if seeing 7 students withdraw in April is unusual?  
A: Teresa Ellison said no. most went back to their district school and some chose to homeschool.  
Q: Beth Duncan followed up by asking if we are asking every family why they are leaving?  
A: Teresa Ellison stated that we give the option to tell us and if they don't tell us then Anna Nucholls reaches out to them
  - Q: Danny Nungesser asked what the process was for withdrawal?  
A: Teresa Ellison stated that sometimes they withdraw and sometimes we just receive a student records request.
  - Q: Tracie Fleming asked what open positions we have?  
A: Teresa Ellison stated that every level has open positions

### IV. FINANCIAL REPORTS

#### Finance Committee Report

- Maggie Peters covered the committee meeting that occurred on 4/19/2023:
- Updates include: request for 1:1 paras for each Kindergarten class be added to the budget, Textbook payments be taken out of the current fiscal year, Continue additional continuing education for administrators, addressed new federal programs director role

#### Annual Transportation Review

- Board requested that CSUSA/NEI get estimates to see what the cost would be to add transportation back for students. Stated that this is the annual review to see if it makes sense and is mainly for logistics due to carpool.
- Discussion was opened for other options. Those mentioned were a staggered opening which is already in place and adding parking spots for parents to walk their students in.

#### Monthly Financial Review

- Reagan Hage reviewed financials with the board and provided an updated progress review of the Unaudited Financial
  - Q. Maggie Peters asked what other grants have not drawn down?  
A. Reagan Hage stated the IDEA budget was submitted today and another big draw down will happen next month.
  - Q. Beth Duncan and Maggie Peters asked for an update on the HVAC and spray foam insulation.

A. Teresa Ellison stated the HVAC install went well. They are waiting for the Summer to do the Spray foam.

**MOTION: MOTION WAS MADE BY MAGGIE PETERS AND SECONDED BY TRACIE FLEMING TO APPROVE THE FINANCIALS AS PRESENTED. MOTION PASSED UNANIMOUSLY.**

**Employee Retention Credit Discussion**

- Discussion around ERC for school. Reagan Hage let the board know that we would be out the cost of the engagement with Mauldin & Jenkins.
- Lauren Greer-Attorney stated that they have advised against taking it to their other clients. She stated that they are not tax attorneys.
- Maggie Peters suggested we move forward with engagement since the reward outweighs the risk.
- Danny Nungesser asked to verify the statute of limitations.

**MOTION: MOTION WAS MADE BY BETH DUNCAN AND SECONDED BY MAGGIE PETERS FOR DANNY NUNGESSER TO SIGN AN ENGAGEMENT LETTER WITH MAULDIN & JENKINS TO REVIEW THE EMPLOYEE RETENTION CREDIT FOR THE SCHOOL. MOTION PASSED UNANIMOUSLY.**

**V. OPERATIONS**

**Walking Track Approval**

- Teresa Ellison presented the project outline for a 500-foot x 8 foot walking track.
- Reagan Hage stated that Red Apple has signed off on the project.
- There were multiple bids presented and before voting on them it was requested that we get clarification on why there is no “crush & run” included in the bids?
- The board decided to table the vote until they receive clarification.

**Modular Discussion**

- Teresa Ellison updated the board on the need for more space. Currently, we are overenrolled and need more room. She stated that this also affects teacher retention and we no longer have the advantage of smaller class sizes. We need more room for SPED and gifted programs.

Q. Maggie Peters asked if it would make more sense to do a gym and add classrooms in a multi-purpose room?

A. Teresa Ellison stated that it would depend but that we have to do something.

Q. Beth Duncan asked what would be the best use for the modulators?

A. Teresa Ellison stated that it would need to be a mix of different classes.

Q. Danny Nungesser asked what the current school capacity is?

A. Regan Hage stated 860.

- Maggie Peters volunteered to work with leadership to review options.

**VI. GOVERNANCE**

- None

**VII. ADJOURNMENT**

**MOTION: MOTION WAS MADE BY MARGARETTE COLEMAN AND SECONDED BY TRACIE FLEMING TO ADJOURN THE APRIL 25, 2023, GEORGIA CHARTER EDUCATION FOUNDATION BOARD MEETING AT 7:32 PM. MOTION WAS APPROVED UNANIMOUSLY.**

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Danny Nungesser, Board Chair

Date: \_\_\_\_\_